

MADERA COUNTY

ANIMAL SERVICES OFFICER I ANIMAL SERVICES OFFICER II

DEFINITION

Under supervision (Animal Services Officer I) or general supervision (Animal Services Officer II), to enforce County ordinances governing the licensing, impounding, and disposal of animals; to collect and transport animals to the animal shelter; to care for and feed animals in the shelter; to clean and maintain shelter facilities; and to do related work as required.

SUPERVISION EXERCISED

Animal Services Officer I

Exercises no supervision.

Animal Services Officer II

May exercise technical and functional supervision over community service workers, jail trustees, and volunteers.

DISTINGUISHING CHARACTERISTICS

Animal Services Officer I--This is the entry level in the Animal Services Officer class series. Positions at this level usually perform most of the duties required of the positions at the Animal Services Officer II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Animal Services Officer II--This is the full journey level in the Animal Services Officer class series. Positions at this level are distinguished from the Animal Services Officer I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Animal Services Officer II level are normally filled by advancement from the Animal Services Officer I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Animal Services Officer II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Patrols County areas to locate, capture, and impound small and large animals; responds to calls and complaints from the public concerning stray, vicious, diseased, injured, or dead animals and wildlife; drives trucks and pulls livestock trailer; makes preliminary investigations of animal bites and quarantines animals if necessary; explains animal services ordinances and policies to the public and concerned parties; issues licenses; issues

citations to ordinance violators; maintains records of animal impounding and licenses issued; collects and accounts for license fees; disposes of animals in prescribed manner using carbon monoxide chamber, injectable euthanasia solution, or by rifles and shotguns; feeds and cares for animals impounded at the animal shelter; disposes of animals in the prescribed manner; process paperwork for animal adoptions; cleans and maintains shelter facilities; train assigned staff.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Animal Services Officer I

Knowledge of:

Characteristics of animal behavior.
Proper care and feeding of animals.
Safe, humane, and efficient handling of large and small animals.
Identification of animal breeds.

Skill to:

Operate a variety of animal control tools and equipment including firearms.
Operate trucks, small vehicles, and livestock trailers.
Operate modern office equipment including computer equipment.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including those related to the licensing, impounding, and disposal of animals.
Learn symptoms and control of common animal diseases.
Learn to safely and efficiently handle a variety of animals and wildlife.
Understand and carry out oral and written directions.
Maintain records.
Perform routine clerical office work.
Effectively represent the County's animal services, enforcement, and shelter programs to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some experience in the handling and care of animals, as well as public contact work, is highly desirable.

Training:

Equivalent to the completion of the twelfth grade. Specialized training or college level course work in animal science, animal health technology, or a related field is desirable.

License or Certificate:

Completion of requirements for California Penal Code Section 832 within six months of hire. Possession of, or ability to obtain, a valid California Class "C" Driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 85 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Animal Services Officer II

In addition to the qualifications for an Animal Services Officer I:

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations related to the licensing, impounding, and disposal of animals.

Safe, humane, and efficient handling of large and small animals.

Symptoms and control of common animal diseases.

Skill to:

Operate a variety of animal control tools and equipment including firearms.

Ability to:

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including those related to the licensing, impounding, and disposal of animals.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of animal control experience comparable to that of an Animal Services Officer I with Madera County.

Training:

Equivalent to the completion of the twelfth grade. Specialized training or college level course work in animal science, animal health technology, or a related field is desirable.

License or Certificate:

Completion of requirements for California Penal Code Section 832.
Possession of, or ability to obtain, a valid California Class "C" Driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 85 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

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